

16 February 1982

MEMORANDUM FOR: Deputy Director for Administration

VIA: Chairman, Directorate of Administration Cost Reduction and Efficiency Working Group

25X1 FROM: [REDACTED]
Directorate of Administration Cost Reduction and Efficiency Working Group Member

SUBJECT: Micrographics Consolidation

25X1 1. On 16 February 1982, [REDACTED] Chief, Printing and Photography Division, Office of Logistics, and I met with Clarus Rice, Director of Central Reference, Directorate of Intelligence, and [REDACTED] Chief, Systems Group, Information Management Staff, Directorate of Operations, to discuss the Executive Committee recommendation of 14 December 1981 that the Cost Reduction and Efficiency (CORE) Working Group take another look at the consolidation of micrographics within the Agency. We discussed previous studies which had been conducted, their results, and the effort that would be required to conduct yet another study of this matter. For the most part, we agreed to disagree, but several points are clear:

a. The Directorate of Administration CORE Working Group felt the previous studies clearly showed the potential for cost and personnel savings. These savings were questioned by the other three directorates which calls into serious doubt the validity of the studies themselves.

b. Regardless of the facts of the matter, the resolution of this issue will likely require the input of management time and effort far in excess of any possible savings and will impair relationships between the Directorate of Administration and those directorates at a time when there are more important operational support issues which should be addressed.

2. In view of my concerns expressed in paragraph 1.b. above, I recommend that this issue be dropped from further consideration by the Directorate of Administration CORE Working Group and the Executive Committee.

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OL 20702

CONFIDENTIAL

SUBJECT: Micrographics Consolidation

CONCUR:

See OK 21120

Chairman, Directorate of Administration Cost
Reduction and Efficiency Working Group

Date

APPROVED:

Deputy Director for Administration

Date

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